



Memorandum

July 21, 2021

To: All District Employees

From: Ambur Borth, Assistant Superintendent/Vice President of Fiscal and Administrative Services

Re: Food Purchase for Meetings/Events Guidance

With the start of the new fiscal year, it is important to review Board Policy [BP 6925](#), Expenditures for Meetings, Events and Activities.

It is also important to understand:

- The purchase of food and non-alcoholic beverages for meetings, events and activities is allowable pending the required approvals for FY2021-22 funding and per the policy set forth in BP 6925.
- Food and non-alcoholic beverage purchases for meetings, events and activities MUST be approved by the respective Vice-President of the Division for which the purchase is being made.
- Further, it is recommended that if available and allowable, categorical funds be used for the purchase of food and non-alcoholic beverages, instead of using general funds.

If you have any questions regarding the travel policy of the Palomar Community College District, please contact your supervisor, or my office. Thank you!